



# Development SERVICES

FIRE • INSPECTIONS • PLANNING  
PUBLIC UTILITIES • PUBLIC WORKS

Customer Service Center  
One Exchange Plaza, Suite 400  
Raleigh, North Carolina 27601  
Phone 919-516-2495  
Fax 919-516-2685

## Commercial Plan – Field Revisions

### Revisions to approved permitted plans for all projects (excluding one and two family dwellings)

Field Revisions occasionally exceed the time limitations for a field inspector to approve on site. Field revisions that may trigger additional fees or zoning issues that cannot be addressed in the field will need to be reviewed by office personnel. A new review of prior approved plans with requested changes may be needed, if :

- Any fire rated elements are being changed
- The change affects more than one trade/contractor
- Exiting, Life Safety or Fire Protection are impacted
- Field Inspector Request/Other \_\_\_\_\_

### Submittal Guidelines

1	Please submit one (1) set of the approved, punched and stamped plans approved by the City of Raleigh or a paper copy of the scanned originals with signatures and approvals. At this time, electronic copies will not be accepted.
2	Provide four (4) copies of affected trade sheets with proposed changes.
3	Cloud and date all revisions.
4	Submit four (4) copies of a <u>letter of transmittal</u> to include <u>all</u> of the following information: <ul style="list-style-type: none"><li>a. Original transaction number</li><li>b. Trade permit #'s</li><li>c. Project address</li><li>d. <u>Detailed</u> explanation of revisions and plan sheet location</li><li>e. Fire only – A digital copy of the plans with Manufacturers model numbers and listing information for all equipment, devices, and materials. Must be in .pdf format</li></ul>

\*Project Revision fee is applied per trade. Please refer to the [Development Fee Schedule](#) for current rates.

### Project Contact Person

Phone	Fax	Email
-------	-----	-------

### Project Address

### Contractor

### Inspector Signature

**PLANS WILL NOT BE ACCEPTED FOR A RE-REVIEW WITHOUT THIS FORM.**

Submit plans to [Development Services Customer Service Center](#)  
located at One Exchange Plaza, Suite 400, Raleigh, NC 27601

\*Note: Field inspector or supervisor must sign this form prior to submitting to the City.